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Canadian Forces
Media Embedding Program

Guidelines, Ground Rules and Documentation
for
Joint Task Force Afghanistan

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Part 1: General Instructions

Introduction

1. The objective of the Canadian Forces Media Embedding Program (CFMEP) is to inform Canadians about the role, mandate and activities of the Canadian Forces (CF) on deployed operations.

2. The aim of this document is to provide the necessary guidelines to journalists who intend to embed with Joint Task Force Afghanistan to cover *Operation ACCIUS*, *Operation ARCHER* and *Operation ATHENA*.

Definitions

3. The following definitions apply throughout this package of documents:

   a. **Accreditation:** The formal acknowledgement by a media organization that it employs or has a contract with a journalist, intends to publish or broadcast the journalist's material, and assumes the responsibilities laid out in this document.

   b. **Embedding:** The formal attachment of a journalist to the CF for an extended period.

   c. **Journalist:** A person who is employed by or under contract to a media organization, and is seeking to embed with the CF to report on its activities. A journalist may be (but is not limited to) a reporter, a photographer, an equipment operator, a producer, or a technician.

   d. **Media organization:** A business that employs journalists to produce news reports and features for broadcast and/or publication through **media outlets** (e.g., newspapers, radio stations, television stations, Internet sites).

   e. **CEFCOM:** Canadian Forces Expeditionary Force Command (CEFCOM) is responsible for the planning and conduct of all CF operations outside North America except for those conducted by Canadian Special Operations Forces Command (CANSOFCOM).

   f. **Task Force Senior Public Affairs Officer:** The senior member of the Public Affairs staff in Joint Task Force Afghanistan (JTF-Afg), usually a major.

   g. **Government of Canada institutions**: This phrase refers to organizations such as the Department of Foreign Affairs and International Trade (DFAIT), Canadian International Development Agency (CIDA), the Royal Canadian Mounted Police (RCMP), and Correctional Services Canada (CSC).

Acceptance and Priority

4. To be accepted for the CFMEP, journalists must be accredited and in possession of documents identifying them as journalists.

5. Applications to the CFMEP are accepted in the following order:

Priority 1: Journalists representing national Canadian media organizations, at the rate of one radio or print journalist ***or*** one two-person television team from each major media organization.

Priority 2: Journalists representing regional Canadian media organizations.

Priority 3: Journalists representing international media organizations.

Embedding Authority

6. The Chief of the Defence Staff delegates the authority to embed journalists with deployed CF task forces to the Commander CEFCOM. The Public Affairs section at CEFCOM Headquarters (CEFCOM PA) manages and coordinates the CFMEP, handling the relationship between journalists and their media organizations and the Task Force Commander, who conducts the CFMEP in theatre.

CFMEP Guidelines

7. Here are the general guidelines for the conduct of the CFMEP in Joint Task Force Afghanistan (JTF-Afg):

a. JTF-Afg can accommodate up to 16 journalists; however, operational conditions could require a reduction in the number of embedded journalists at any time.

b. Journalists are embedded for a fixed period of time agreed to in advance before entering JTF-Afg.

c. Participation in the CFMEP is based on the understanding that journalists will primarily cover CF and Government of Canada activities, and will deploy into the field when viable opportunities are made available.

d. As a general rule, JTF-Afg will support only one international embed request at a time.

e. Handovers that require out-going and in-coming journalists from the same media organization to be in theatre at the same time are granted on an exceptional basis only, and requests must be submitted to CEFCOM PA well in advance to determine feasibility.

f. Journalists who wish to extend their embedding must submit a request to CEFCOM PA at least 10 days before the scheduled departure date. This request may be submitted through either their media organization or the Senior Public Affairs Officer at JTF-Afg Headquarters. CEFCOM PA is the authority that grants or denies extensions. Journalists and media organizations must not consider themselves entitled to extensions.

g. Embedded television crews may operate in a media pool or independently. When operating independently, each television crew will comprise only two people: one reporter and one videographer. This limit is strictly enforced to permit all the major Canadian television networks to have teams in theatre at the same time.

8. **General conduct in theatre**

a. Journalists and their media organizations must respect the privacy of CF personnel, in particular their right to relax away from cameras and questions.

b. An embedded journalist is his or her media organization's primary news source and point of contact in JTF-Afg. A media organization with a journalist embedded in Kandahar should request interviews with JTF-Afg personnel through their embedded journalist, not the Media Liaison Office in Ottawa. Journalists should, therefore, deploy with reliable communications equipment, such as a satellite telephone, so they can maintain direct two-way communication with their employer at all times.

c. Media organizations should be mindful of the phenomenon of "journalists interviewing journalists". Although a journalist embedded with JTF-Afg will learn a great deal about Canada's mission in Afghanistan, a few weeks in theatre does not make anyone a subject matter expert. Embedded journalists should interview the Commander JTF-Afg, designated spokespersons or appropriate CF subject matter experts to ensure that CF operations are reported accurately and without speculation.

d. Embedding with JTF-Afg does not give a journalist access to the forces of other nations operating in Afghanistan. Before interviewing foreign military personnel, even if they are based at Kandahar Airfield, an embedded journalist must ask the Task Force Senior PAO to obtain permission from the potential interviewee's chain of command.

Embedding Agreement

9. Before embedding, journalists and their sponsoring media organizations must complete and sign the documents found in **Part 2: Ground Rules and Documentation**. By submitting the embedding documents with their signature, journalists and media organizations certify that:

a. they have read all the rules and guidelines contained therein, and

b. they understand that failure to comply with the Ground Rules and the embedding guidelines could result in the termination of their embedding agreement and their immediate removal from JTF-Afg.

Subject to Code of Service Discipline

10. As long as they are embedded with a deployed CF task force, journalists are subject to the Code of Service Discipline (Part III of the *National Defence Act*). This arrangement is one of the terms set out in the document entitled **"Engagement with the Minister of National Defence"** (page 20), which journalists must sign indicating acceptance before embedding. Consequently, embedded journalists can be charged for violations of the Code of Service Discipline.

Release of Information

11. Embedded journalists will be frequently reminded of the need for operations security (OPSEC) and technical accuracy. The Task Force Commander retains the right to review and require changes in media products containing potentially sensitive information, but only to the extent necessary to ensure that OPSEC is neither violated nor breached. A subject matter expert

may revise technical information, but changes will be factual and not editorial. Content will not otherwise be restricted. Media products and equipment will not be confiscated or impounded.

12. The goal of OPSEC is to prevent the adversary from obtaining information that is essential to our mission. This objective allows for the safeguarding of some information that has an operational impact on our mission, while permitting Canadians to know as much as possible about their soldiers, sailors, air personnel, and the civilian members of the deployed "whole of government" team.

13. Journalists shall be aware that failure to obey directions regarding the release of information concerning **force protection** might result in the termination of their embedding and removal from the deployed task force.

14. Should **personal information** be disclosed inadvertently during a media briefing, and journalists are told that releasing that information would result in a violation of the *Privacy Act*, the Crown may choose to take legal action against a journalist who then includes the sensitive information in a media product, thus exposing the Crown to liability.

About the CFMEP Ground Rules

15. Commander CEFCOM developed the current CFMEP Ground Rules for embedded journalists in consultation with the Commander, Joint Task Force Afghanistan (JTF-Afg) in Kandahar and the Assistant Deputy Minister (Public Affairs) at National Defence Headquarters (NDHQ) in Ottawa. The aim of the CFMEP Ground Rules is to safeguard sensitive information (that is, both classified national security information and designated personal information) as required by Canadian legislation and Canadian Forces orders. The Ground Rules acknowledge the right of journalists to unclassified and undesignated information and are not intended to prevent the release of information that could be construed as derogatory, embarrassing, negative or uncomplimentary.

16. To be accepted for the CFMEP, journalists and their media organizations must formally agree to obey the Ground Rules; consequently, journalists should read them thoroughly and ensure that they understand them. The CFMEP Ground Rules are set out in **Part 2: Ground Rules and Documentation**. Journalists are encouraged to carry a copy of the Ground Rules with them at all times while they are embedded.

17. Clear violations of the CFMEP Ground Rules will result in termination of the journalist's embedding and his/her removal from JTF-Afg.

18. Release of information, imagery or video gathered while embedded with the CF must comply with the CFMEP Ground Rules at all times, both during embedding and after departure from the CFMEP.

Resolving Disputes

19. Disputes about the CFMEP Ground Rules or General Instructions and their application should be resolved at the lowest level as soon as possible. Disputes that cannot be resolved locally are forwarded through the chain of command to CEFCOM PA (representing Commander CEFCOM) for resolution in consultation with the affected media organization and, if necessary, the Assistant Deputy Minister (Public Affairs).

20. Sub-unit commanders (e.g., company and squadron commanders) may temporarily restrict a journalist's access to operations until a dispute is resolved; however, they must not assume that a dispute will lead to termination of the journalist's embedding.

Terminating Embedding

21. An embedding agreement can be terminated at any time by Commander CEFCOM, the embedded journalist, or the journalist's media organization. When Commander CEFCOM takes the initiative to terminate, the action will be based on a recommendation by the Task Force Commander. CEFCOM PA will make every effort to resolve the situation with an embedded journalist's media organization before terminating embedded status. If a journalist or media organization demonstrates a history of terminating embed status either voluntarily or involuntarily, CEFCOM PA may refuse further embedding requests from that journalist or media organization.

22. Commander CEFCOM reserves the right to deny, postpone or cancel any request to embed, and accepts no liability for expenses incurred by journalists or media organizations in preparation for an embedding that does not proceed on schedule, including (but not limited to) the cost of airline tickets, immunization, and travel documentation such as passports and visas.

23. Clear violations of the CFMEP Ground Rules will result in termination of the journalist's embedding and his/her removal from Joint Task Force Afghanistan.

Journalists' Access to Operations

24. Journalists will be given access to operational missions, including mission preparations and debriefings, whenever possible, as determined by the Commander JTF-Afg.

25. Journalists' access to patients in CF medical facilities is governed by the instructions of attending physicians as well as all applicable regulations, standard operating procedures, and operations orders. If the Commanding Officer of the facility and Commander JTF-Afg authorize embedded journalists to visit a medical facility, a Public Affairs Officer or medical personnel must escort the journalists at all times. Visits by journalists must not interfere with medical treatment.

Reporting Non-CF Stories

26. Journalists apply to the CFMEP on the understanding that they will primarily cover CF and Government of Canada activities.

27. Embedded journalists who decide to leave the task force to report a non-CF story must convey their intentions to both their media organization and the Senior PAO at JTF-Afg Headquarters, who then informs CEFCOM PA. This measure is required to ensure the CF has a general awareness of their whereabouts for security purposes.

28. Embedded journalists must comply with the CFMEP Ground Rules even when they have left the task force to report a non-CF story.

Protection of Journalists and Media Equipment

29. Embedded journalists are entitled to protection of their person and their equipment to the limit allowed by the Rules of Engagement governing JTF-Afg. Journalist must acknowledge and accept that JTF-Afg cannot guarantee their personal safety or the safety of media equipment in Afghanistan.

30. Journalists who leave the protection of JTF-Afg to meet "fixers" and report non-CF stories do so at their own risk. The CF is not responsible for rendering any assistance to journalists in these situations.

Hazards to Embedded Journalists: Injury, Death and Kidnapping

31. Embedded journalists and the media organizations they represent are each responsible for ensuring that they have adequate indemnity and insurance coverage. Any journalist who is injured while embedded with JTF-Afg will receive emergency medical care to the extent available to the task force and in accordance with CF regulations.

> **Note:** A journalist who has been contaminated with a radiological, biological or chemical agent may not be repatriated until the situation is resolved.

32. The employing media organization is responsible for repatriating a journalist who is killed or injured while embedded, and for providing injured journalists with any medical care they require beyond that offered by JTF-Afg. (Media organizations with freelance journalists under contract must pay particular attention to these obligations.)

33. Here is the procedure the CF will follow should an embedded journalist be killed or injured:

a. The unit with which the journalist was embedded immediately reports the incident and the journalist's condition to the chain of command, which then informs CEFCOM PA.

b. CEFCOM PA contacts the affected media organization, which is responsible for notifying the journalist's next of kin.

c. When the journalist's next of kin have been notified, the media organization informs CEFCOM PA, which — if required — coordinates the release of information in accordance with the procedure for notifying the next of kin of military casualties.

> **Note:** If the media organization decides to announce the injury or death of a journalist before DND formally releases information about the incident, the news report **must not** contain any information about the incident or CF members involved.

34. Although the media organization is primarily responsible for obtaining medical care and repatriating an injured journalist, military airlift may be made available to evacuate or repatriate journalists injured or killed while embedded with JTF-Afg. Decisions about use of military airlift are made on a case-by-case basis and the sole criterion is availability.

35. Embedded journalists greatly increase their risk of being kidnapped or taken hostage if they leave the task force. Journalists who choose to work in an operational area without a military escort must accept that they do so at their own risk, and that the CF is not responsible for their safety. Should a journalist be seized while under CF escort, the Head of Mission at the Embassy of Canada in Kabul would take the lead in co-operating with the Government of Afghanistan to obtain the journalist's safe release, and in all related communications and notifications.

Reporting CF Casualties: Injuries, Deaths and Missing in Action

36. Following an incident involving a CF death and/or critical or serious injury, media organizations represented by embedded journalists are placed under embargo to protect OPSEC

and allow time for the CF to notify the casualties' next of kin. Such an embargo applies to **any** release of the subject information, including to Afghan journalists and local fixers.

> **Note:** Embed status will be immediately terminated for any embedded journalist or media organization that releases information provided by the CF under embargo.

The decision to lift an embargo will be made by Commander CEFCOM in consultation with the Commander JTF-Afg. As much information as possible is made available as quickly as possible, within the constraints imposed by OPSEC and the requirement for time to notify next of kin.

37. While under embargo, media organizations are permitted to echo reports that are already in the public domain. These reports, however, will lack CF or Canadian confirmation of events and should clearly state that the embedded journalists under embargo did not generate the content of these reports.

38. When a member of JTF-Afg is killed, embedded journalists are invited to a media opportunity with the Task Force Commander. Shortly after this media opportunity, a news release is issued from NDHQ to Canadian national media.

39. When a member of JTF-Afg is wounded in action and the injuries are deemed by the medical staff to be either ***critical*** or ***serious*** (following the scale set out in *The Canadian Press Stylebook*), embedded journalists receive the details of the incident as quickly as possible within the constraints of OPSEC and following notification of the next of kin.

40. When medical staff assess the condition of an injured CF member as ***fair*** or ***good***, embedded journalists may not be briefed. The Task Force Commander's decision in such a case is influenced by the impact of operations, operations security, and the frequency of these occurrences.

41. Here is the medical condition assessment scale set out in *The Canadian Press Stylebook* and used in media briefings:

Critical:	Death may be imminent. The pulse, breathing and other vital signs are abnormal and unstable and there are major complications.
Serious:	The patient is acutely ill and the chance of recovery is uncertain. The pulse, breathing and other vital signs may be abnormal or unstable.
Fair:	The pulse, breathing and other vital signs are near normal and the patient is conscious, but he or she is uncomfortable or may have minor complications. The outlook for recovery is favourable.
Good:	The pulse, breathing and other vital signs are normal and stable. The patient is comfortable and conscious, and the outlook for recovery is good.

42. OPSEC, patient welfare, patient privacy, and family considerations are the concerns that govern coverage of sick and wounded CF members. Permission to interview or photograph patients, including those undergoing surgery, is granted under the following strict conditions:

a. with the informed consent of the patient, witnessed by the embedded journalist's escort;

> **Note:** "Informed consent" means the patient understands that the journalist is taking pictures and asking questions for news reports, and his/her image and quotes may appear in a wide variety of news media. The attending physician must confirm that the patient is medically capable of giving informed consent. In all

such cases, disclosure of information will conform to paragraphs 3b, 7 and 8 of the *Privacy Act*.

b. with the consent of both the attending physician and Task Force Commander; and

c. as a general rule, injured CF members will not be interviewed until at least 24 hours after the relevant incident.

43. Media visits to medical facilities will be in accordance with applicable regulations, standard operating procedures, operations orders and instructions by attending physicians. If the Commander JTF-Afg authorizes embedded journalists to visit a JTF-Afg medical facility, CF or medical personnel must escort the embedded journalists at all times. Visits must not interfere with medical treatment.

44. When a member of JTF-Afg — including Canadian civilians, embedded journalists and personnel from allied nations as well as CF members — is missing in action, information about the circumstances may be placed under embargo or otherwise withheld in anticipation of a rescue mission or to keep it from an adversary in the event the missing person is trying to evade capture. Media organizations may echo reports that have already been released, but they must not report on any aspect of CF or Government of Canada response to the incident, or any other action taken in relation to the incident.

Reporting on Detainees

45. Media access to detainees shall be authorized only by the Chief of the Defence Staff, and strictly on a case-by-case basis.

Reporting on Special Forces Personnel

46. Embedded journalists shall not report on or capture any kind of imagery of Canadian Special Operations Forces Command (CANSOFCOM) personnel or operations.

Getting Ready to Go

In-Theatre Training

47. Upon arrival in Afghanistan, and before leaving Kandahar Airfield, journalists are required to attend security and safety briefings, which are provided as frequently as possible to incoming embeds. The content of these briefings is at the discretion of the Task Force Commander.

Physical Fitness

48. Journalists considering embedding should be physically fit and prepared to withstand the conditions of southern Afghanistan.

49. Before completing and submitting the embedding documents, journalists are required to consult a physician to ensure that they are fit to travel, able to withstand the Afghan climate, and strong enough to cope with the physical demands of living with and accompanying soldiers on operations. When they embed, journalists must bring their own medication, including allergy kits, and advise CEFCOM PA and the JTF-Afg Public Affairs staff of any special medical requirements.

50. Before embedding, journalists must ensure that they complete all appropriate immunization procedures, including malaria chemoprophylaxis if required, and obtain all vaccination certificates required by Health Canada for travellers returning from Afghanistan.

Administrative Requirements

Personal travel documents: Passports, visas and insurance

51. Journalists must obtain their own passports, visas, and any additional life, medical and air medevac insurance they or their media organization consider appropriate. Journalists (or their media organizations) are responsible for the cost of any medical care they obtain from civilian facilities.

Criminal records check

52. Journalists wishing to embed with JTF-Afg must provide proof of a **clear criminal records check** dated no more than six months before the date of their arrival in theatre. JTF-Afg Public Affairs does not have the resources to provide escorts for journalists during their stay, and the criminal records check is required for an ISAF unescorted pass for Kandahar Airfield (KAF). Journalists arriving at KAF who fail to meet the requirements for an ISAF pass will not be permitted to embed with JTF-Afg and may be forced to return home. Journalists should contact the police force with jurisdiction in their place of residence and find out how long they take to complete a criminal records check. The criminal records check document must be included in the package of documents journalists bring to Kandahar Airfield (see paragraph 55).

ISAF media registration

53. When they apply to the CFMEP, journalists must also apply for permission to embed to ISAF Joint Command Headquarters in Kabul and the Media Support Centre at ISAF Regional Command (South) Headquarters at Kandahar Airfield.

a. Go to the **Media Visit Information** page on the ISAF website at www.isaf.nato.int/en/media-accreditation.html.

b. Carry out the instructions for:

   i. acquiring an ISAF Embed Request; and

   ii. acquiring an ISAF Credential.

c. When the forms are completed and supporting documentation is assembled, submit them by e-mail to:

   i. the IJC Media Embed Office in Kabul, at IJC.EMBEDS@afghan.swa.army.mil; ***and***

   ii. the Media Support Centre at ISAF Regional Command (South), at KDHRKAFMSCFutureOps@afghan.swa.army.mil

54. When ISAF has accepted a journalist's application, the journalist receives an ISAF Notice of Approval and Invitational Travel Order.

CEFCOM embedding documents

55. Before embedding, journalists must provide CEFCOM PA with the following documentation, completed according to the instructions, by fax to 613-943-5471.

a. The following documents, located at page 18 to 29 in Part 2: Ground Rules and Documentation (the journalist must bring the original signed copies of these documents to Kandahar Airfield):

   i. Media Embedding and Ground Rules Agreement

   ii. Indemnity Agreement and Liability Waiver

   iii. Engagement with the Minister of National Defence

   iv. Kandahar Airfield Policy Statement

   v. Personal Information Sheet for Embedding Journalists

   vi. Medical History Questionnaire for Embedding Journalists

   vii. Authority to Release Medical Information

b. a cover letter from the media organization supporting the embedding request;

c. proof of a clear criminal records check (the journalist must bring the original of this document to Kandahar Airfield);

d. materials for preparation of media identification before arrival in Kandahar:

   i. a photocopy of a valid passport spread open at the signature page,

   ii. a photocopy of a valid visa for Afghanistan, and

   iii. a passport-style photo in digital format (200-300 Kb; send by e-mail);

e. a biography; and

f. story ideas to pursue while embedded.

56. All journalists applying to the CFMEP receive acknowledgement of their documentation from CEFCOM PA, which also provides confirmation of acceptance and follow-up to ensure the safe arrival of each embedding journalist.

Equipment, luggage and travel arrangements

57. Media organizations are responsible for ensuring that their journalists arrive in Afghanistan with appropriate personal protection equipment, including:

a. For everyone:

   i. Kevlar helmet, and

   ii. Level-IV body armour with ceramic plates.

b. For all persons travelling in military transport outside Kandahar Airfield, the following equipment is also MANDATORY in addition to helmet and body armour:

   i. ballistic eyewear,

   ii. long-sleeved shirt of natural material (e.g., cotton, linen, wool), and

   iii. fire-retardant gloves.

58. Journalists must pack their personal equipment, clothing, boots, sleeping bag and hygiene items in an appropriate bag or rucksack, remembering that they will have to carry all their own

gear. They should also bring insect repellent, sunscreen, a water bottle, a flashlight, eating utensils, and a plastic plate and cup. All clothing and equipment must be subdued in colour and appearance.

59. Journalists must bring their own communications equipment to Afghanistan; a satellite cellular telephone with a good footprint, such as the Iridium and Thuraya systems, is recommended. If a journalist's equipment fails, the Task Force Commander may authorize the use of military communications equipment for filing or transmitting media products, depending on operational tempo and availability of CF equipment. No communications equipment used by journalists will be specifically prohibited, although the Task Force Commander may impose temporary restrictions for security or operational reasons. Unless specifically authorized by the Task Force Commander or a designated representative, journalists must ask permission to use electronic devices in operational environments.

60. Journalists must travel to and from Kandahar by commercial means and stay in hotels and other commercial accommodations at their own expense. Journalists embedded with JTF-Afg are not allowed to use their own vehicles.

61. JTF-Afg provides journalists with transport only while covering JTF-Afg operations, events and activities. Journalists who choose to leave the Joint Task Force are responsible for their own transportation both to the main gate of the camp and outside the camp.

Services Offered by the CF

62. Embedded journalists receive rations, workspace and basic accommodations from the CF, and may use the sports facilities, messes, CANEX outlets and postal services at Kandahar Airfield. Once journalists are forward-deployed — i.e., with troops on operations "outside the wire" — they may find conditions more austere than those at Kandahar Airfield, Camp Nathan Smith, or even the Forward Operating Bases and Patrol Bases. The basic needs of forward-deployed journalists — security, food and water — are met to the greatest extent possible, but it should be understood that they will face limitations with respect to comfort, workspace and facilities for filing or transmitting stories.

Final Operational Authority

63. Commander CEFCOM is the final authority, through the chain of command, for support to embedded journalists, and may add instructions and/or rules to those set out in these documents.

Feedback About the CFMEP

64. Media organizations and journalists are encouraged to provide feedback on the embedding program to CEFCOM PA. A generic feedback form is included in Part 4 of these instructions, *Feedback Form*. Please complete it and return it by fax to 613-943-5471.

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Part 2: Ground Rules and Documentation

1. The Chief of the Defence Staff (CDS), through Commander CEFCOM, is the authority to embed journalists with CF formations, units and task forces. CEFCOM Public Affairs (PA) is responsible for managing and coordinating the embedding program with the journalist and his/her employing media organization. The Commander of Joint Task Force Afghanistan (JTF-Afg) is responsible for the conduct of the media embedding program in theatre.

2. The journalist and a supervisor from his/her media organization must complete and sign the following documents:

   a. Media Embedding and Ground Rules Agreement;

   b. Indemnification Agreement and Liability Waiver;

   c. Engagement with the Minister of National Defence;

   d. Kandahar Airfield Policy Statement;

   e. Personal Information Sheet for Embedding Journalists;

   f. Medical History Questionnaire for Embedding Journalists; and

   g. Authority to Release Medical Information.

3. The Medical History Questionnaire includes an example of a doctor's note. Journalists preparing to embed must submit such a note asserting that they are in good health. This note is valid for one year from the date of signature, and the original must be included in the documentation the embedding journalist takes to Kandahar Airfield.

4. The Authority to Release Medical Information form was developed in case an embedded journalist who has been injured cannot personally contact his/her next of kin. The journalist's signature on this form gives consent to the release of his/her medical information by a CF medical officer to the journalist's next of kin. Without this prior consent, the *Privacy Act* bars the disclosure of medical information even to the next of kin.

5. Before leaving for Kandahar, journalists must become familiar with the attached Ground Rules. It is also recommended that journalists carry a copy of these rules at all times. Journalists wondering how the Ground Rules apply to any particular situation should consult CEFCOM PA.

6. The media organization employing an embedded journalist is responsible for ensuring that the documentation in this section is accurately completed. Please consult "Administrative Requirements" at paragraph 50 in Part I: General Instructions to ensure that all requirements are met before the journalist travels to Kandahar.

Ground Rules

7. Violations of any of the following rules may result in termination of embedding status and removal of the journalist from the Canadian Forces Joint Task Force:

8. **Administrative Rules:**

a. Embedded journalists are subject to the Code of Service Discipline (*National Defence Act*) as well as all Joint Task Force Afghanistan orders and policies (e.g. alcohol, substance abuse, walking-out and fraternization policies) while they are embedded with Joint Task Force Afghanistan.

b. Embedded journalists will not enter restricted areas without an escort, including the Canadian headquarters building, or the Battle Group headquarters compound in Site 26, and similarly restricted buildings and areas at Camp Nathan Smith and Canadian forward operating locations.

c. Embedded journalists must carry and support any personal and professional gear they take with them, including (but not limited to) protective cases for professional equipment, batteries, cables and converters.

d. Embedded journalists must wear their media passes in a clearly visible location at all times to ensure that their status is made known to CF and ISAF personnel.

e. Embedded journalists will remain with military escorts at all times, when directed, and follow their instructions regarding activities and movement.

f. Journalists will not carry any weapons.

g. Journalists will not use visible light sources or infra-red devices, including flash or television lights, when operating with Canadian Forces at night unless the on-scene commander gives specific prior approval.

h. All interviews with soldiers will be on the record. Security of information is the responsibility of the CF member being interviewed; however, the journalist must inform the CF member when he/she is in an interview situation.

i. Interviews with CF members are authorized upon completion of missions; however, release of information must conform to these Ground Rules.

j. All stories will be datelined according to local Ground Rules provided to all journalists upon their arrival at Kandahar Airfield. When journalists are with a unit outside Kandahar Airfield, they will use a general geographical description (e.g. "northern area") as a dateline. No specific locations will be used when filing stories without prior approval from the on-scene Commander.

k. Journalists will not interview or photograph patients in CF health care facilities without the informed consent of the patient. If applicable, the attending physician will confirm whether the patient is medically capable of giving informed consent. Imagery depicting the transport or transfer of

CF casualties is permitted only if the injured person(s) and the injuries suffered cannot be visually identified.

l. When a critical incident has occurred, embedded journalists will be placed under embargo to protect operations security and/or allow time for the CF to notify the casualties' primary and secondary next of kin. Journalists who receive any information about a critical incident shall assume they are automatically under embargo, and will neither call their desks nor file a story until they have received formal permission to do so from a PAO. Any violations of such an embargo, by either the embedded journalist or his/her media organization in Canada, constitutes grounds for termination of the embedding agreement.

9. The following information is ***releasable***:

a. Arrival of military units in theatre (**after** the official announcement), with special attention exercised when a unit is being relieved in place:

i. Mode of travel (sea or air),

ii. dates of departure, and

iii. home station.

b. Approximate strength of friendly forces (rounded figures),

c. Non-sensitive, unclassified information regarding air and ground operations, past and present.

d. Size of friendly forces participating in an action or operation, in general terms such as "multi-unit." The specific name and description of forces or units may be released when authorized by the Commander JTF-Afg or his designated representative.

e. Generic origin information on air operations, such as "land-based."

f. Date, time, location and results of completed operations.

g. Types of ordnance expended (general terms only).

h. Number of air combat or reconnaissance sorties or missions flown.

i. Type of forces involved (e.g. air defence, infantry, armour) except for Canadian Special Operations forces and the forces of other nations.

10. The following information *shall not be visually recorded*:

a. Restricted military areas, facilities and installations, such as the Tactical Ops Center.

b. Unless specifically authorized by the Task Force Commander, the identities (i.e., faces, name tags, labelled equipment, or any other thing that might serve to identify them) of snipers, aircrew and members of the intelligence community.

c. Unless specifically permitted by the individual, the identities of Canadian civilian police officers.

d. Damage sustained by CF or ISAF vehicles and/or air assets as a result of insurgent attacks, including (but not limited to) improvised explosive devices and suicide bombers, unless specifically authorized by the Commander JTF-Afg.

e. Interiors of Type A (front-line) vehicles, such as the RG-31, LAV III and the Coyote. Permission to capture imagery while inside any of these vehicles may be granted to journalists who allow a PAO to screen their imagery for operations security concerns before it is filed for publication.

f. Classified systems and equipment, and demonstrations of their capabilities, unless specifically authorized by the Commander JTF-Afg.

g. The flight line at Kandahar Airfield and military aircraft operating on or near it, even during ramp ceremonies. Journalists are briefed on the applicable local Ground Rules before each ramp ceremony. Journalists may ask PAOs for special permission to film aircraft on the flight line during a ramp ceremony, but even if permission is granted they will be accompanied at all times by an authorized media escort.

11. **The following information *shall not be released*:**

a. Specific information on troop strength.

b. Specific information on availability of critical equipment and supplies (e.g., artillery, radars, trucks, water);

c. The number and type of aircraft flown by any unit smaller than a Wing, except in very general terms (e.g., "large flight," "small flight," "many," "few," "fighters," "fixed wing").

d. The point of origin of any operational flight, other than "land-based" or "carrier-based".

e. The names of units in the area of operations, unless specifically authorized by a release authority.

f. Details of current operations (unless otherwise indicated), future operations, postponed and cancelled operations.

g. Unless specifically authorized by the Commander JTF-Afg, the identities of snipers, aircrew and members of the intelligence community.

h. Unless specifically authorized by the individual concerned, the identities of Canadian civilian police officers.

i. Information about security precautions at military installations or encampments, including imagery that shows security arrangements at military sites, especially aerial and satellite imagery that reveals the name and/or specific location of military units and/or installations.

j. Rules of Engagement.

k. Names of military installations and specific geographic locations of military units in the area of operations, unless otherwise approved by the Commander JTF-Afg.

l. Information about intelligence-collection activities including targets, methods of attack and results.

m. Extra precaution in reporting is required at the start of an operation to maximize surprise; therefore, broadcasts by embedded journalists are prohibited until authorized by the unit commander.

n. During an operation, specific information on friendly force troop movements, tactical deployments, and dispositions that would jeopardize the security of the operation. Information on engagements will not be released until authorized by the on-scene commander.

o. Details of visits by prominent individuals, until the Commander JTF-Afg authorizes release; also, confirmation of the location of important visitors at the time of a significant incident.

p. Information on missing or downed aircraft, and JTF-Afg personnel who are missing or known to be captured, during planning and execution of search and rescue and recovery operations. "JTF-Afg personnel" include Canadian civilians, embedded journalists and personnel from allied nations as well as CF members.

q. Information on friendly Special Operations Forces.

Note: Embedded journalists will not interview, photograph, film or report on JTF 2 or Canadian Special Operations Regiment personnel, or operations they conduct or participate in, without prior approval from a representative of Canadian Special Operations Forces Command **and** the Commander JTF-Afg.

r. Information on friendly forces' electronic warfare equipment and procedures.

s. Information on effectiveness of enemy camouflage, deception, targeting, direct and indirect fire (e.g., rocket attacks, even within the perimeter of Kandahar Airfield), intelligence collection, security measures and electronic warfare measures.

t. Information about detainees.

Note: All imagery of detainees will be reviewed by the Canadian Forces to ensure respect for detainees' rights, and to protect detainees from "public curiosity" in accordance with Article 13 of the Third Geneva Convention. No photograph or other graphic representation of a detained person's recognizable face, nametag or any other feature or item that may serve to identify a detainee may be created.

u. Information about force-protection measures, including (but not limited to) those at military installations or encampments, except those that are visible or readily apparent.

v. Information about CF personnel who kill or injure insurgents , including name and military occupation, unless authorized by the Commander JTF-Afg.

w. The type of CF and ISAF vehicles and/or aircraft involved in insurgent attacks (including explosions of improvised explosive devices and attacks on aircraft), crashes, and incidents such as mine strikes, suicide attacks and explosions of improvised explosive devices.

x. Any other information the Commander JTF-Afg orders restricted for operational reasons.

Documentation

12. The documents that follow must be completed as directed and submitted by fax or postal mail to CEFCOM PA.

Media Embedding and Ground Rules Agreement

I, _____ (PRINT NAME), confirm that the following statements are true.

a. I am not aware of any physical or health conditions that would adversely affect my participation in strenuous activities. _____ (Initial)

(Medical certificate is enclosed)

b. I have read the General Instructions and Ground Rules for Embedding Journalists and agree, with my signature, to abide by them. I understand that any violation of these Instructions and Ground Rules is cause for termination of my embedding with Joint Task Force Afghanistan. _____ (Initial)

_____ _____
Signature of Journalist Date

Printed name, media affiliation, address and telephone number of Journalist

_____ _____
Signature of Journalist's Supervisor (Assignment Editor, News Director) Date

Printed name of Journalist's Supervisor

_____ _____
Signature of Witness (CF Member) Date

Printed name, rank and unit of Witness

Indemnification Agreement and Liability Waiver

I, _____ (PRINT NAME), on behalf of myself, my heirs, my executors and administrators, in consideration of being permitted to embed with Joint Task Force Afghanistan, and to be attached to Joint Task Force Afghanistan from on or about _____ to on or about_____, 200__, at Kandahar Airfield and the surrounding area.

a. Acknowledge and agree that covering combat and other military operations is inherently hazardous and may result in death, personal injury, whether physical or otherwise, or damage to property, and wishing in any event to participate in covering combat and other military operations, voluntarily consent to participate and assume any risks that may be associated with said participation;

b. Acknowledge, agree and declare that I have been advised of the nature of covering combat and other military operations, that I have been advised of the procedures and safety measures in effect, and that I agree to abide by them;

c. Acknowledge, agree and declare that I have been advised that the Canadian Forces, in pursuing the successful accomplishment of its mission, cannot guarantee my personal safety or the safety of my equipment;

d. Waive all claims of any nature or kind, including but not limited to claims for personal injury or damage to property, against Her Majesty the Queen in Right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces, in any manner arising from, based upon, occasioned by, attributable to or connected with my participation in covering combat and other military operations while an embedded journalist;

e. Agree that I will not commence or maintain against any person, any action or proceeding that will give rise to a claim against Her Majesty the Queen in Right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces for contribution or indemnity;

f. Acknowledge, agree and declare that my signing this agreement is a condition to being registered to cover Canadian Forces operations and receiving assistance for that coverage; and

g. Acknowledge having read this liability waiver in its entirety and, understanding that this Waiver is intended to be broad and all-inclusive so as to preclude any claims, I voluntarily indicate my acceptance of this document by my signature.

DATED at _____, this _____ day of _____, 20__.

_____ _____
Signature of Journalist Date

Printed name, media affiliation, business address, e-mail address and in-theatre telephone number of Journalist

_____ _____
Signature of Journalist's Supervisor (Assignment Editor, News Director) Date

Printed name of Journalist's Supervisor

_____ _____
Signature of Witness (CF Member) Date

Printed name, rank, unit, e-mail address and telephone number of Witness

Engagement with the Minister of National Defence

Pursuant to Section 60(l) (j) of the *National Defence Act*

TO THE MINISTER OF NATIONAL DEFENCE:

1. It is hereby acknowledged by the undersigned that an arrangement has been entered into between Her Majesty the Queen in Right of Canada as represented by the Assistant Deputy Minister (Public Affairs), the Canadian Forces, and the Undersigned, for the embedding of the Undersigned into deployed Canadian operations in Afghanistan.

2. Within the context of deployments in Canadian theatres of operations, the undersigned hereby agrees to be subject to the Code of Service Discipline, as required under Part III of the *National Defence Act*, R.S. 1985, c.N-5. Further, the undersigned hereby agrees to comply with all orders and instructions of the Commanding Officer of Joint Task Force Afghanistan or his designates.

Signature of Journalist	Date

Printed name, media affiliation, address and telephone number of Journalist

Signature of Journalist's Supervisor (Assignment Editor, News Director)	Date

Printed name of Journalist's Supervisor

Kandahar Airfield Policy Statement

This document is to be read and signed by all CF members and civilians clearing into Kandahar airfield and placed on the individual's file.

1. **Alcohol Policy**. This is a dry camp. At no time will you be in possession of or consume alcohol on Kandahar Airfield without the express permission of the Commander Joint Task Force Afghanistan.

2. **Out of Bounds Areas**. No CF member or civilian accompanying the CF is permitted in either the British or French messes, or any other facility on Kandahar Airfield that serves alcoholic beverages.

3. **Fraternization**. Fraternization at Kandahar Airfield or anywhere else in Afghanistan or Camp Mirage is strictly prohibited on deployment. Fraternization includes any form of sexual conduct, including touching and kissing between consenting adults, both heterosexual and homosexual. This policy equally applies to married couples and couples in common-law relationships when both individuals are deployed at the same time.

4. **External Communications During Communications Lock-Down**. No CF member or any civilian accompanying the CF will call or attempt to call anyone outside of Afghanistan when there is a communications lockdown in effect.

5. **Routine Orders**. Routine Orders are published at the beginning of every month. They are available on the Kandahar Airfield website. All CF and civilian members will read them.

Signature of Journalist _____ Date _____

Printed name, media affiliation, address and telephone number of Journalist

Personal Information Sheet for Embedding Journalists

Affix Photo Here

1. Full name (print):_____
2. Address:_____

   _____
3. Employer's Name: _____
4. Employer's Address: _____

   _____
5. Name(s) of Media organization(s) you will represent (if different from above):

   _____
6. Personal Emergency Notification (whom do you wish to be informed in the event of serious injury):
   a. Primary Contact:
      i. Name:_____
      ii. Relationship to journalist:_____
      iii. Address:_____

      _____
      iv. Phone Numbers (Include area code):
         1) Home:_____
         2) Work:_____
         3) Cell:_____
   b. Secondary Contact:
      i. Name:_____
      ii. Relationship to journalist:_____
      iii. Address:_____

      _____
      iv. Phone Numbers (Include area code):
         1) Home:_____
         2) Work:_____
         3) Cell:_____

7. Your media organization is responsible for emergency notification of your primary and secondary contacts. Who at your media organization should perform this function?

a. Name and Job Title:_____

b. Address:_____

_____

c. Phone Numbers (Include area code):

i. Home:_____

ii. Work:_____

iii. Cell:_____

8. **Authority for release of personal information.** Do you consent to have personal information released to the persons you have identified in paragraphs 5 and 6 above (circle the appropriate choice):

Yes **No**

9. Personal Information:

a. Citizenship: _____

b. Passport:

i. Number: _____

ii. Date of expiry: _____

iii. Place of issue: _____

c. Date of Birth: _____

d. Height: _____

e. Hair colour: _____

f. Eye colour: _____

g. Blood type: _____

h. Cell number in Afghanistan: _____

i. E-mail in Afghanistan: _____

10. I declare that the above statements are, to the best of my knowledge, correct.

Signature of Journalist | Date

Printed name, media affiliation, business address, e-mail and in-theatre telephone number of Journalist

Signature of Witness (CF member) | Date

Printed rank, name, unit, e-mail address and telephone number of Witness

Medical History Questionnaire for Embedding Journalists

Name _____ **Age** _____

Gender: Female ☐

Male ☐

Smoker: Yes ☐ **Blood Group:** _____

No ☐

Current Medications		
Name	***Dose***	***Frequency***

Medication Allergies	**Environmental Allergies**

Medical History			
	Yes	***No***	***Date***
Angina			
Heart Attack			
Cardiac Arrhythmias			
Asthma			
Chronic Bronchitis			
Emphysema			
Asthma			
High Blood Pressure			
Kidney Stones			
Hypothyroid			
Hyperthyroid			
Depression			
Other Psychiatric Illnesses:			
Surgeries:			
Physicians Comments:			

I certify that _____ **(PRINT Patient's Name)** is in good general health, and has no health concerns that would impede his/her ability to accompany the Canadian Forces on operations in Afghanistan.

_____ _____

Signature of Physician Date

Printed name and business address of Physician

Authority to Release Medical Information

In the event that I am unable to personally contact my employer (media organization) or next of kin to provide information on my medical condition,
I _____ give my consent for a medical officer to do so on my behalf between _____, 20__.while I am embedded with the Canadian Forces in Afghanistan.

_____ _____
Signature of Journalist Date

Printed name, media affiliation, business address, e-mail and in-theatre telephone number of Journalist

_____ _____
Signature of Witness (CF member) Date

Printed rank, name, unit, e-mail address and telephone number of Witness

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Part 3: Preparation Assistance and Frequently Asked Questions

Checklists for Embedded Journalists

1. When a journalist agrees to embed with Joint Task Force Afghanistan, he or she must complete the following preparations:

Compulsory preparations		
Item	***Requirement***	***Complete***
1.	Check passport, visa requirements and media identification are current and valid for the duration of the embedding.	
2.	Send a digital passport-like photograph (200-300 Kb) to CEFCOM Public Affairs, and hand-carry two passport-size photographs for in-theatre media accreditation.	
3.	Obtain medical examination and inoculations or other medical requirements in accordance with Health Canada's standards and recommendations. Check and/or obtain valid vaccination certificates. More information is available at http://www.travelhealth.gc.ca/	
4.	Keep CEFCOM PA informed of contact telephone numbers.	
5.	Ensure serviceability of any electronic equipment, such as portable computer, communications equipment and pack for field conditions. Account for support equipment such as batteries, power converters and cables.	
6.	If time allows, have any necessary dental treatment completed.	
7.	If time allows, do personal fitness training and, in particular, accustom feet to wearing boots.	
8.	Confirm arrangements for training, briefings, personal finance and travel.	
9.	Confirm that **next of kin** arrangements have been made and that your employers (media organization) understands that they will be responsible for contacting your next of kin as required.	
10.	Purchase or borrow personal protective equipment (PPE). This includes a Kevlar helmet and body armour.	

Compulsory preparations		
Item	***Requirement***	***Complete***
11.	Complete and return by fax all embedding documentation to CEFCOM PA (613) 943-5471. You must hand-carry the original copy of the embed documents into theatre.	
12.	Have your media organization prepare a Letter of Introduction that meets ISAF requirements.	

2. If you skip any of these preparations, you could be unable to travel. For example, you will not be allowed to embed if you arrive in Kandahar without vaccination certificates, proper credentials, or personal protective equipment. Information on the characteristics of protective equipment and where it can be purchased is available in the *Journalist Safety Guide* published by the Committee to Protect Journalists (see http://www.cpj.org/Briefings/2003/safety/journo_safe_guide.pdf).

3. Journalists **must** bring the following items to Afghanistan.

Don't leave home without ...		
Item	***Description***	***Packed?***
1.	Flak vest (see "Travel Arrangements" at paragraph 4 for information about couriers)	
2.	Helmet (see "Travel Arrangements" at paragraph 4 for information about couriers))	
3.	Ballistic eyewear (or safety glasses with shatterproof lenses)	
4.	Fire-retardant gloves (leather or Nomex; a thin leather work glove will suffice)	
5.	Long-sleeved shirt made of natural fibre that does not burn at low temperature (cotton, no nylon or polyester) for wear while travelling in CF vehicles	
6.	Personal clothing	
7.	Track suit (for sleeping)	
8.	Hiking boots	
9.	Shower sandals	
10.	Eating utensils, plastic plate and cup	
11.	Flashlight (including a red lens)	
12.	Lockable suitcase, backpack or rucksack	
13.	Drab-coloured backpack for carrying personal items and sleeping	

Don't leave home without ...		
Item	***Description***	***Packed?***
	bag while outside the wire (should have enough room for meals)	
14.	Two water bottles or canteens	
15.	Insect repellent	
16.	Sunscreen	
17.	Sunglasses	
18.	Personal medications, enough for the entire embedding period	
19.	Sleeping bag	
20.	Drab-coloured water-repellent bivvy bag or ground sheet for sleeping outdoors	
21.	Drab-coloured sleeping pad (foam or Thermarest)	
22.	Drab-coloured rain jacket may be required	
23.	Necessary toiletries	
24.	Copies of Ground Rules and Embedding Documents and CFC-A Accreditation Form	

Travel to Kandahar and Civilian Accommodation

4. Journalists may choose to courier their personal protection equipment and technical equipment in advance of their embed to ease movement in and out of the airport, avoid airline charges for excess baggage weight, and prevent delays at customs or security screening. Although the CF does not endorse any particular courier company, several media organizations with embedding experience have reported good results with FedEx and DFL services.

5. When shipping PPE to Kandahar, please use the following address:

[*Name of Your Media Organization*]
Media Tent
Canadian Compound
Kandahar Air Base
Afghanistan
09355

6. Journalists are responsible for their own travel to and from Kandahar Airfield.

7. The CF reserves the right to deny, postpone or cancel any embedding request. Such actions will be taken only when absolutely necessary; however, media organizations and journalists will not be reimbursed for expenses incurred in preparing to embed. Media organizations and journalists are encouraged to arrange refundable airline tickets and make any other arrangements pertinent to minimizing expenses in case the CF cancels or postpones the planned embedding period. Journalists required to extend their stay in civilian accommodations while waiting to embed will do so at their own expense.

8. When booking flights, media organizations may consider flights that go through the United Arab Emirates, Pakistan, Turkey or Azerbaijan. The CF does not necessarily recommend the last two options but, here is some feedback from journalists that may be helpful:

a. DFS Middle East is a preferred air carrier with direct service between Dubai and Kandahar Airfield and landings on the military side of KAF that make disembarkation (including customs and security processing) much easier. Information on their flights is available from:

Head Office
DFS Middle East F.Z.E.:
Warehouse D-27
P.O. Box 54505
Dubai Airport Free Zone
Dubai, UAE

Tel: +971 4 299 7556
Fax: +971 4 299 7558

E-mail: info@dfsmiddleeast.com
Website: www.dfsmiddleeast.com

b. The Afghan airline Ariana offers daily service between Kandahar and Kabul, and weekly service between Dubai and Kandahar; however, Ariana flights land on the civilian side of KAF, which can make disembarkation more difficult. Information on Ariana flights is available at http://www.flyariana.com/

c. United Nations Humanitarian Air Service (UNHAS) flights between Kabul and Kandahar are available to journalists, but you have to make your own bookings. There are two flights per week scheduled on Mondays and Wednesdays, but timings vary. The cost of these flights is approximately $280 U.S. each, significantly more for if you are travelling with TV equipment. Space is limited, so journalists travelling with lots of equipment should call ahead. Information on UNHAS flights can be found at http://www.unama-afg.org/docs/_UN-Docs/_fact-sheets/August2006-FactSheet-UNHAS.pdf

9. In Kabul, most journalists choose one of the following hotels:

   a. Mustafa Hotel www.mustafahotel.com;

   b. Inter-Continental Hotel (www.southtravels.com/); and

   c. Kabul Serena Hotel (www.serenahotels.com/)

Internet Resources

On Afghanistan

- *Operation ATHENA* mission page: http://www.cefcom.forces.gc.ca/site/ops/athena/index_e.asp
- Joint Task Force Afghanistan fact sheet: http://www.cefcom.forces.gc.ca/site/ops/fs-fr/jtfa-foia_e.asp
- Canada's Engagement in Afghanistan: http://www.afghanistan.gc.ca/canada-afghanistan/index.aspx?lang=en
- CF Media Embedding Program: http://www.cefcom.forces.gc.ca/site/home_e.asp
- Canadian Forces Image Gallery: http://www.combatcamera.forces.gc.ca/common/combatcamera/default.asp
- Afghanistan Compact: http://www.unama-afg.org/news/_londonConf/_docs/06jan30-AfghanistanCompact-Final.pdf
- CIDA in Afghanistan: http://www.acdi-cida.gc.ca/afghanistan-e
- NATO/ISAF website: http://www.nato.int/isaf/index.html
- The Canadian Embassy in Kabul: http://www.afghanistan.gc.ca/canada-afghanistan/embassy-ambassade/index.aspx?menu_id=3&menu=L
- DFAIT fact sheet on Afghanistan: http://geo.international.gc.ca/cip-pic/geo/Afghanistan-fs-en.aspx
- Army units: http://www.army.forces.gc.ca/lf/English/7_0.asp
- Army vehicles weapons and equipment: http://www.army.forces.gc.ca/lf/English/2_0.asp

Media Preparation

- *On Assignment: A Guide to Reporting in Dangerous Situations* by the Committee to Protect Journalists: http://www.cpj.org/Briefings/2003/safety/journo_safe_guide.pdf
- Canadian Forces rank structure: http://www.forces.gc.ca/site/about/Insignia/index_e.asp

- Personal Protection Equipment Supplier – Nicholls: http://www.rnicholls.com/en/index.php
- DFS Middle East F.Z.E.: www.dfsmiddleeast.com
- Ariana Afghan Airlines: http://www.flyariana.com/
- United Nations Humanitarian Air Service: http://www.unama-afg.org/docs/_UN-Docs/_fact-sheets/August2006-FactSheet-UNHAS.pdf

Journalists' Frequently Asked Questions

Q1. **What is the procedure for arriving at Kandahar Airfield (KAF)?**

A1. Before leaving for Kandahar, give your arrival information to CEFCOM PA so arrangements can be made to have a Public Affairs Officer (PAO) from JTF-Afg meet you at the airport. You will be given the PAO's contact information in case you are delayed *en route*. The PAO who meets you will escort you onto the base and take you on a tour of the facilities, specifically the media tents and accommodations. Your first day should be reserved for administration, as you must obtain your media accreditation, ration card and ISAF unescorted pass. Depending on the schedule, you will also be required to attend a series of training lectures to prepare you to go outside the wire. Take your time getting established, as you will probably need to acclimatize yourself and recover from jet-lag.

Q2. **How much personal equipment should I bring?**

A2. The checklist "Don't leave home without …" (Part 3, paragraph 3 of this document) includes the items you must bring if you are to be comfortable and productive in Afghanistan. If you bring too much gear, you will only hinder yourself — **remember: if you bring it, you must carry it.** CEFCOM highly recommends consulting journalists who have been embedded in Afghanistan; ask what worked for them.

Q3. **Are there any permanent media spots at the Provincial Reconstruction Team (PRT) or Forward Operating Bases (FOB)?**

A3. A bed is reserved for each embedded journalist at Kandahar Airfield. Journalists will also be able to rotate through the PRT and FOBs depending on factors such as transport, on-site logistical support and the operational risk level. The JTF-Afg PAOs will do their best to accommodate your requests.

Q4. **Are there lockers at KAF where journalists can secure media equipment?**

A4. No.

Q5. **What is the weather like in Kandahar?**

A5. http://www.theweathernetwork.com/weather/afxx0004/

Q6. **What is Internet access like at KAF, the PRT and the FOBs?**

A6. Although you can get on the Internet at KAF, you should use it only for e-mail, limiting yourself to comparatively small attachments (i.e., files that do not require

much bandwidth to transmit). In the evenings, CF members use the Internet service to communicate with family and friends at home, which is one reason why the speed of connectivity is somewhere between high speed and dial up. Connectivity at the PRT is less reliable, and more like dial-up service. FOBs typically have only satellite communications equipment, so if you visit a FOB you should bring your own BGAN transmitter to ensure you can file your stories.

Q7. **Would you recommend renting local cell phones?**

A7. JTF-Afg PAOs find local rented cell phones quite reliable, and you can buy similar phones at the American PX on the base at KAF. However, you should bring a satellite phone to Afghanistan if you require constant connectivity with Canada .d

Q8. **What is the electrical power supply at KAF?**

A8. 110 volts, 60 Hz, or just like the standard Canadian three-pin connection.

Q9. **Is there a charge for food and accommodation?**

A9. Food and accommodation cost about $40 per day. This charge can be billed to your media organization at your request.

Q10. **Can you recommend any suppliers of personal protective equipment?**

A10. No, but the Committee for the Protection of Journalists does in Chapter 3 of *On Assignment: A Guide to Reporting in Dangerous Situations.* Download this publication at http://www.cpj.org/Briefings/2003/safety/journo_safe_guide.pdf. If you need more information, contact CEFCOM PA.

Q11. **What kind of television programming is available for the troops at Canada House?**

A11. Every place at KAF that has a TV, including Canada House, has access to the feed from the Canadian Forces Radio and Television Service (CFRTS), which comprises programming selected from all the networks in Canada.

Q12. **What are the risks to journalists in Afghanistan?**

A12. The risk associated with reporting in Afghanistan depends on the time of year, the level of military activity, and the amount of time the journalist wants to spend "outside the wire" reporting from forward locations.. Embedded journalists enjoy the protection offered by CF equipment (especially our armoured vehicles) and highly trained CF personnel, but their safety cannot be guaranteed on the battlefield. Journalists and media organizations must be willing to accept this risk if they are to operate in Afghanistan.

Q13. **How much can journalist expect to interact directly with the troops?**

A13. The amount of direct contact you have with troops will depend largely on whether you get outside the wire . There are opportunities to interview soldiers at Kandahar Airfield and Camp Nathan Smith, but such contacts are normally arranged by the JTF-Afg PAOs; at the FOBs and on patrol, however, journalists live and work in close contact with the troops. Ideally, the CF would like journalists to get maximum exposure to our men and women in uniform as they

are the best sources of reliable information about what service in Afghanistan is really like.

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COMMANDEMENT DE LA FORCE
EXPÉDITIONNAIRE DU CANADA
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Ottawa (Ontario) K1A 0K2

Part 4: Feedback Form

When you return from being embedded with Joint Task Force Afghanistan, please take a few moments to give us your impressions of the Canadian Forces Media Embedding Program. This information will help us develop the program to meet your requirements as well as those of the Canadian Forces.

1. Was CEFCOM's pre-embedding preparation helpful?
2. Did you receive adequate support while you were embedded?
3. How do you suggest we improve the program?
4. Do you have any other comments?
Please fax your completed form to 613-943-5471.